

**Site Visit Programmatic Questions**  
Minnetonka Life Care  
July 21, 2015

**1. Update Report**

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the rep
- Reports indicate about progress in your programs?  
Client visits were up in 2014 and were recorded at 1790. Pregnancy Testing was down last year and were at 45. Pregnancy Tests to date for 2015 are at 35. Programming has overall been steady and increasing.

**2. Work Plan**

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?  
Very few changes were made.

**3. Fiscal Review**

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved. Evaluation funds may be used in a different category and a budget revision will need to take place.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.

The Financial Review took place in January of 2013. No recommendations were made.

- If you have an elevated risk designation, and your report cited any concerns, these will be discussed. N/A

**4. Grant Closeout Form**

- You will have an opportunity to review a draft of your Grant Closeout Form.

**5. 2014-16 Evaluation** (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.
- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. Safe Sleep education for clients will be evaluated for the Center this year.

**6. Positive Alternatives website**

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

**7. Provide Updates**

- Have you made any changes to your application Face Sheet data?  
Two corrections have been made and noted.
- Do you want to revise your website posting?  
If you have any changes that need to be made with your listing on the PA MDH website please let me know by email.

**8. Issues specific to this grantee**

This grantee has increased its number of clients appreciably in the last several years and has out grown their present site. They will need to find a larger space in the nearby vicinity or if possible expand where they are at.

**9. Tour of Facility**

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area.

A tour of the center was provided. This organization has clearly out grown its space. They plan to expand in the near future.

**10. How can MDH be more supportive of your program?**

The grantee is appreciative of the PA funding and understands that the majority of their PA funding helps to pay for additional staffing and programming.

**11. Other?** Minnetonka Life Care Center is a well-established Pregnancy Resource Center serving a large minority population of women in unplanned pregnancy situations. In 2014 Minnetonka Lifecare Center offered nearly 1200 individual services to marginalized women needing pregnancy testing, material help, referrals, mentoring, and parenting education to assist them in carrying their pregnancies to term. The Center continues to effectively promote their program and are also continuing their efforts to utilize the Life Coaching method to mentor their clients for a brighter future. In the future the Center will need to find a new location because they have effectively outgrown their current location. It was a pleasure to visit this Center and see first-hand their effective and organized programming.